



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

MCCDCO 1650.3A
TS 06/TE 36/p
24 Jan 91

MARINE CORPS COMBAT DEVELOPMENT COMMAND ORDER 1650.3A

From: Commanding General
To: Distribution List

Subj: COMMANDING GENERAL'S HONORS ROLL

Ref: (a) MCCDCO 5216.1B
(b) MCO P1610.7C

Encl: (1) Format For Honors Roll Letter

1. Purpose. To promulgate instructions for administering the Commanding General's Honors Roll at the Marine Corps Combat Development Command (MCCDC).

2. Cancellation. MCCDCO 1650.3.

3. Summary of Revision. The major changes to this Order are as follows:

a. Throughout the Order, the title, "Commanding General's Honors **List**" is changed to "Commanding General's Honors **Roll**."

b. Throughout the Order, the name of the place of instruction "Education **Center**" is changed to "Marine Corps Combat Development Command (TS 06/TE 36)."

c. Paragraph 5, Action. Explains the procedures for submission of graduates appointed to the Honors Roll.

d. "DISTRIBUTION:". Changes from "A" to "C".

4. Information

a. It is desired to recognize those students who excel while undergoing instruction at MCCDC.. This formal recognition, where appropriate, will take the form of an honors roll of graduates to be known as the Commanding General's Honors Roll. An honors roll is not a requirement for all courses conducted at MCCDC but may be selectively applied where the fostering of a spirit of individual competition is compatible with the educational philosophy of the school and the provisions of the mastery learning concept.

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Therefore, graduates of courses conducted at schools within MCCDC will, at the discretion of the Commanding General, MCCDC (TS 06/TE 36), be eligible for appointment to the Honors Roll.

b. Standardization of selection criteria for the Honors Roll is precluded by the varied applications of the mastery learning concept and evaluation systems within MCCDC. As a general policy, up to 10 percent of any given class may be appointed to the Honors Roll. Exceptions of this policy may be granted at the direction of the Commanding General, MCCDC (TS 06) based upon justification of school directors and commanding officers.

c. Honors roll letters may also be prepared for students that successfully complete a course of instruction provided by MCCDC based mobile training teams.

d. Academic achievement should not be the sole determinant in the selection of students for appointment to the Honors Roll. Academic achievement, considered with other qualities such as demonstrated leadership ability, excellence in fields peculiar to each school, and contributions made to the professional development of fellow students through the sharing of knowledge and experience will more accurately reflect overall superior performance, which is the intent of this program.

5. Action. Commanding officers/school directors will make suitable notation on diploma/certificate of completion for those graduates appointed to the Honors Roll and:

a. Per reference (a), submit proposed honors roll letters on MCCDC letterhead stationery to the Commanding General, MCCDC (TS 06/TE 36) in Butler Hall (B-1019), in the format depicted in the enclosure for signature of the Commanding General, MCCDC. Prepared letters may be submitted for signature without the addressee line completed if required to ensure timely presentation.

b. Submit the academic fitness report per reference (b). If Section B is marked, item 17a is marked **"yes."** Section C will contain the following statement for honor students "(grade and name) clearly distinguished (himself/herself) during this course by attaining the Commanding General, MCCDC Honors Roll, indicative of overall performance within the top 10 percent of the **class.**"

c. During the graduation exercises, provide for appropriate presentation of honors roll letters to the graduates on the Honors Roll, except as indicated in subparagraph 5d below.

d. If honors roll letters cannot be presented during graduation exercises, forward the original honors roll letter to the graduate via the commander of the honor graduate's next permanent duty station. Forward a copy of the letter to the CMC (MMRB) or the appropriate

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administrative agency head, as indicated in paragraph 3 of the enclosure.



C. N. PASTINO
By direction

DISTRIBUTION: C less 1, 3, 4, 7, 22

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FORMAT FOR HONORS ROLL LETTER

1650

(Originator's Code)

(Date)

From: Commanding General

To: Grade, Full Name, **SSN/MOS**, Service Component

Subj: APPOINTMENT TO COMMANDING GENERAL'S HONORS ROLL

1. In recognition of your superior achievement while a student in (name of school/course), your name has been placed on the Commanding General's Honors Roll. This achievement places you among the honor graduates of your class and this distinction is indicative of your ability and effort toward professional improvement.

2. You are commended for a most creditable and professional performance while in the academic environs of this Command.

3. (For Marine) A copy of this letter will be forwarded to the Commandant of the Marine Corps (MMRB) for inclusion in your permanent record.

or

3. (For USA, USN, and USAF personnel) A copy of this letter will be forwarded to the (indicate the head and the appropriate administrative agency) for inclusion in your permanent record.

SIGNATURE

ENCLOSURE (1)